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MEMORANDUM

TO: Superintendents

FROM: Office of Educator Licensing SUBJECT: Viewing Educator Credentials

DATE: August 1, 2014

The Licensing Office would like to inform Superintendents and other stakeholders that anyone can visit the *Vermont Online Licensing System for Educators* and check on an educator's current credentials. Use the following procedure:

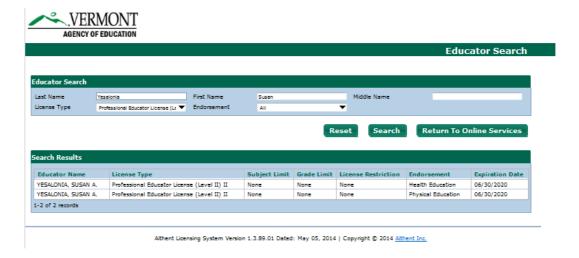
- 1. Go to https://alis.edlicensing.vermont.gov/login.aspx
- 2. Click on 'To search for an educator'



3. Fill in the educator's name in required fields, and/or the type of license or endorsement you wish to view. Then click on the 'search' tab.



4. You will be able view the type of license an educator holds, the endorsement(s), any limitations or restrictions, and the date the license expires.



This information is generated directly from the *Vermont Online Licensing System for Educators* and is current in real time. If you have any questions, please call the Licensing Office at (802) 479-1700.

Thank you.